Gang Resistance Education And Training (G.R.E.A.T) Program
FY 2009 Competitive Grant Announcement
Frequently Asked Questions

General Information

Q: Where can I find general information about grant solicitations?

A: General information about Bureau of Justice Assistance (BJA) solicitations is available at: www.ojp.usdoj.gov/BJA/funding/Solicitation_FAQ.pdf.

Q: Who is my State Policy Advisor (SPA)?

A: A list of SPAs is available at: http://www.ojp.usdoj.gov/BJA/resource/stcont.htm.

General Information Regarding the FY 2009 G.R.E.A.T. Program Solicitation:

Q: What is the deadline for applying for a fiscal year (FY) 2009 G.R.E.A.T. grant?

A: All applications for FY 2009 G.R.E.A.T. funding are due by 8:00 p.m. e.t. on January 22, 2009.

Q: I have questions regarding the Grants.gov application process. Where can I go for assistance?

A: Information regarding DUNS numbers, Grants.gov registration, application download, Central Contractor Registration (CCR), system login, and other Grants.gov related issues should be directed to the Grants.gov Contact Center at 1-800-518-4726 or support@grants.gov.

Q: What do I do if I have difficulty submitting my application?

A: If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1–800–518–4726,** Monday-Friday from 7:00 a.m. to 9:00 p.m. e.t. Calls to Grants.gov on January 22, 2009 must be logged prior to 8:00 p.m. et. **Applicants must have a Grants.gov control number that will be provided by Grants.gov to callers reporting a problem, before BJA will consider requests for submissions after the filing deadline. Only requests that are due to Grants.gov technical problems accompanied by a valid Grants.gov control number will be considered.**

Q: Can I submit my application before January 22, 2009?

A: It is also strongly recommended that applicants submit their applications at least 72 hours prior to the deadline, so if problems are encountered they can be corrected in time to meet the established deadline for submitting a complete application.

Q: I represent a non-profit faith-based organization. Can my organization apply for a G.R.E.A.T. grant?

A: Applicants are limited to state, local, or tribal jurisdictions or their respective law enforcement agencies, including school police, housing authority police, prosecution, probation, and parole agencies possessing the power of arrest. However, applicants are encouraged to collaborate

with non-profit and faith-based organizations, as well as business and local community partners in the delivery of the family and summer components of the program.

Q: Are applicants required to teach the Middle School Component in order to apply for a grant to deliver the family and/or summer component?

A: The Middle School Component is the foundation of G.R.E.A.T. and must be delivered as part of each applicant's G.R.E.A.T. program before funds can be requested to deliver any of the other three G.R.E.A.T. components. Applicants who are teaching the Middle School Component, but who do not plan to use federal grant funds to deliver the Middle School Component, are eligible to apply for grant funds to deliver any of the other G.R.E.A.T. program components. Each applicant must include, in their Project Narrative, a description of the scope of their Middle School component, regardless of whether G.R.E.A.T. grant funds will be used to fund the delivery of the Middle School Component and related costs.

Q: Can G.R.E.A.T. grant funds be used for any high school-age curricula or programs?

A: G.R.E.A.T. funds may not be used for any high school-age program. Established curricula are designed for 4th through 8th grade students only.

Q: We do not have a gang problem in our locality but there are documented gang and youth violence in surrounding jurisdictions. Is my agency eligible to apply?

A: G.R.E.A.T. is a prevention program. Agencies that demonstrate documented gang and youth violence either within or around their jurisdictions are encouraged to apply. A number of localities that are currently teaching G.R.E.A.T. in their communities are doing so in an effort to prevent gangs from establishing a presence in the communities. Applications will be scored based on the documentation provided, and all applicants should insure that supporting data of a gang presence, in or around their communities, is included with the application.

Q: How do I respond to the question on the Application for Federal Assistance Form 424 regarding Executive Order 12372? How do I know if this applies to our application?

A: Information regarding Executive Order 12372 is available at: www.whitehouse.gov/omb/grants/spoc.html.

Q: If we want to include a table of information in our Project Narrative, can it be in font less than 12 point?

A: Tables, charts, and graphs, included in the Project Narrative portion of your application do not need to be in the required 12 point font. Applicants may use whatever size necessary in order for the table, graph, or chart to fit on the page. Applicants should ensure information provided in such formats is readable and clearly labeled, and relevant to the application.

Q: Must we use the Budget Worksheet that is part of the Grants.gov application, or can we prepare a Budget Worksheet that is in a different format?

A: Applicants may use the Budget Worksheet provided or create their own, as long as detailed information is included. For each cost category (Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contracts, Other), the applicant must state the type of expense, number of each item to be purchased, per unit cost, and total cost for each type of item.

As an example, student incentive items may be listed as:
G.R.E.A.T.-branded incentive items for each student
T-shirt, water bottle, pencils, and lanyards
$12.00 per student X 100 students = $1,200 Total Cost: $1,200

Q: Can we apply for a grant to cover only the Summer School or Families or Elementary curricula?

A: The Middle School Component is the foundation of G.R.E.A.T. and must be delivered as part of each applicant's G.R.E.A.T. program before funds can be requested to deliver any of the other three G.R.E.A.T. components. Applicants who are teaching the Middle School Component, but who do not plan to use federal grant funds to deliver the Middle School Component are eligible to apply for grant funds to deliver any of the other G.R.E.A.T. program components. Each applicant must include, in their Project Narrative, a description of the scope of their Middle School Component, regardless of whether G.R.E.A.T. grant funds will be used to fund the delivery of the Middle School Component and related costs.

Q: What types of matching fund sources are acceptable?

A: There are two types of match; cash match (hard) and in-kind match (soft), both of which are described below.

Cash Match (hard)
Includes actual cash spent by the recipient for project-related costs. Allowable cash match must include those costs which are allowable with federal funds with the exception of the acquisition of land, when applicable. G.R.E.A.T. officer salaries and/or fringe benefits are an example of Cash Match.

In-kind Match (soft)
Includes, but is not limited to, the valuation of in-kind services. "In-kind" is the value of something received or provided that does not have a cost associated with it. For example, if in-kind match is permitted by law (other than cash payments), the value of donated services could be used to comply with the match requirement. An example of "In-kind" match is use of a gymnasium for a G.R.E.A.T. summer program. Also, third-party in-kind contributions may count toward satisfying match requirements provided the grantee receiving the contributions expend them as allowable costs (see 28 CFR Part 66.24, Grants Management Common Rule for State and Local Units of Governments).

A list of potential matching fund sources is available in the Office of Justice Programs (OJP) Financial Guide at: www.ojp.usdoj.gov/financialguide/08_financial_guide.pdf.

Q: Can we provide more matching funds than the required 10% match?

A: Additional match may be provided; however, if it is included in the approved budget, it cannot be reduced, during the grant period, and becomes subject to audit.

Q: I'm unable to open the Appendix B document. Is this form available in MS Word format?

A: Yes, Appendix B is available in MS Word format at www.ojp.usdoj.gov/BJA/grant/GREATappB.doc.

Q: Do we need to complete the Agency and School Commitment Forms when we apply?

A: Agency and School Commitment forms are no longer required to be submitted with the application but are required if an application is funded. The commitment forms must be for the project period indicated in the application, or the upcoming school year.

Commitment forms signed previously, for prior school years, will not be accepted.

G.R.E.A.T. Grant Allowable Costs

Q: What is the amount of the limit on student incentives?

A: Applicants are limited to a maximum of $12 per student served for any and all incentive items, including those that are G.R.E.A.T.-branded. Incentives include clothing, supplies, field trips, and any other items or activities received for participation in the program.   In the past, field trips have not been included in this limit. Applicants are encouraged to collaborate with the private sector and other partners to fill any gaps between the per student spending limit and the actual costs of allowable incentives offered to students.

Q: Is the $12.00 per student limit on G.R.E.A.T.-branded items per student or per student for each component?

A: Per student for each component in which they participate.

Q: What types of costs can be covered for the G.R.E.A.T. Families Component?

A: Costs for child care for children too young to attend the lesson, costs associated with laptop computers necessary to deliver the Internet safety lesson, rental costs for rooms/facilities with computers at a school or college, costs for the purchase or rental of an overhead projector, meals for families participating, G.R.E.A.T.-branded items, and printed materials for handouts are allowable costs for the Families Component.

Q: Can grant funds be used to bring in a show/race car or a special effects media presentation to entertain the G.R.E.A.T. students or entire schools in an assembly type setting?

A: No.

Q: We had an officer trained in June 2007, but did not have a grant at that time. May we use the costs of sending the officer to training as part of our match for future applications?

A: No. All expenses for the grant, to include match contribution, must be incurred (obligated and expended) during the actual project/budget period assigned to the award.

Q: Can grant funds be used to reward G.R.E.A.T. students, at the end of their 13-week lessons with a trip to an amusement park, museum, or sporting event?

A: Yes. Allowable costs are chaperones, transportation, food/snacks and beverages, and admission costs. However, programs should consider collaborating with amusement parks, museums, or sports teams (college and pro) to provide the rewards at no cost.

Q: Can G.R.E.A.T. grant funds be used to attend the G.R.E.A.T. Conference?

A: Yes, however, there will not be a G.R.E.A.T. Conference (regional or national) in FY 2009. We anticipate that the next G.R.E.A.T. National Conference will be held in Summer 2010.

Q: Can G.R.E.A.T. grant funds be used to send an officer(s) for G.R.E.A.T. training?

A: Yes. G.R.E.A.T. grant funds can be used to send officers to any of the G.R.E.A.T. Officer Training (G.O.T.) courses. The courses are tuition free, and BJA pays for trainee lodging (where noted on the Training Schedule, posted on the G.R.E.A.T. National web site at www.great-online.org/trainingschedule.htm). Grantees are responsible for travel and per diem costs. Travel and per diem costs may be applied to G.R.E.A.T. grant funds, providing the agency has allocated funds to the "Travel" cost category or a Budget Modification to move funds into the "Travel" cost category to cover such costs is requested. All such requests for budget changes must be made prior to incurring the costs.   Grant funds may also be used toward the cost of sending certified G.R.E.A.T. officers to a G.R.E.A.T. Officer In-service (GOI) training event. **:** Can G.R.E.A.T. grant funds be used to attend the Office of Juvenile Justice and Delinquency Prevention's (OJJDP) 2008 National Youth Gang Symposium, "Gang Investigator," DARE, and/or School Resource Officer conferences and training?

A: No. G.R.E.A.T. grant funds may only be used to attend BJA or G.R.E.A.T. sponsored workshops, conferences, or training.

Q: Can we purchase or lease a vehicle with G.R.E.A.T. grant funds?

A: Only the portion of the vehicle cost that is directly proportionate to the percentage of time the officer is actively engaged in delivering the G.R.E.A.T. curricula may be paid for with grant funds. Therefore, if an officer is teaching G.R.E.A.T. on an average of 10 hours per week, only 25% of the cost of the vehicle (purchase or lease) can be included in the G.R.E.A.T. grant application budget.

It is preferred that the use of federal funds for any vehicle acquisitions be in the form of a vehicle lease agreement and not a direct vehicle purchase, unless a purchase can be shown to be more cost-effective.

If a vehicle is purchased, and costs are to be billed to the grant, that cost must be listed under the Equipment budget category. The total applied toward all equipment purchases may not exceed 5% of the federal award amount. Purchased vehicles are considered equipment/capital expenditures, and therefore it is subject to the restrictions of the Equipment cost category.

If a vehicle is to be leased, and costs are to be billed to the grant, that cost must be listed under the Contracts/Consultants budget category. The total applied toward all contracted services may not exceed 5% of the federal award amount. Leased vehicles are considered a contract expense.

For both vehicle lease and purchase, applicants must provide justification detailing the nature of the jurisdiction and location of venues where the program will be delivered (requiring the officer to travel between schools), and also confirm limited vehicles are available for non-patrol functions.

Q: Can we use G.R.E.A.T. funds to repair a vehicle, since it is the only method of transporting our G.R.E.A.T. Summer Component students?

A: Repair costs must be pro-rated according to the amount of time used to transport G.R.E.A.T. students only. Only costs directly related to program implementation may be billed to the grant.

Q: Can G.R.E.A.T. funds be used to hire new officers to teach the program in schools?

A: In order to qualify for G.R.E.A.T. officer certification, an officer must have a minimum of two years experience as a law enforcement officer or criminal justice professional. G.R.E.A.T. funds may only be used to pay the salary for the time that the officer is actually involved in the G.R.E.A.T. program (i.e., since schools are not in session during the summer months, grant funds cannot be used to pay for the officer's salaries during this time).

It should be noted that due to the uncertain nature of grant funding from one year to the next, agencies are discouraged from using grant funds to specifically hire new officers for the sole purpose of teaching the program. Many agencies that have staffing concerns use grant funds to pay overtime for officers to be in the classroom, so that in the event funding is not continued, an agency does not need to terminate an officer.

General Information Regarding the G.R.E.A.T. Program and G.R.E.A.T. Grants

Q: What is the Catalog of Federal Domestic Assistance (CFDA) number of the G.R.E.A.T. Program?

A: The CFDA number for the G.R.E.A.T. Program is 16.544. The CFDA number is always available in Box 10 of the Application for Funding (SF-424).

Q: Who can be certified to teach G.R.E.A.T. in the schools?

A: Sworn law enforcement officers and other criminal justice professionals are eligible to be certified to teach the G.R.E.A.T. curricula. Sworn law enforcement professionals may include police officers, federal law enforcement officers, sheriff's deputies, parole and probation officers, and school police with powers of arrest. Criminal justice professionals may include district attorneys, prosecutors, judges, and juvenile correctional officers.

Persons other than criminal justice personnel, such as parents, teachers, and members of the faith-based community may be trained as co-facilitators for the Families Component, however the lead instructor must me a certified G.R.E.A.T. officer, who has been certified to facilitate the Families Component.

Support staff for the summer program may include parents, teachers, recreation department staff, and college or high school students; however, a certified G.R.E.A.T. officer must be actively engaged in the Summer Component and onsite, whenever the Summer Component is in session.

This guideline also applies when sponsoring a sports team or after-school programs; a certified G.R.E.A.T. officer must be part of the coaching staff, and be present for after-school programs.

Q: Where can I find information about selecting officers to teach the G.R.E.A.T. program?

A: Information about officer selection is available at: www.great-online.org/Program/ProspectiveParticipants.Officer.Aspx.

Q: My agency needs to send officers to G.R.E.A.T. Officer Training (G.O.T.). How do we apply for the training?

A: Information regarding G.O.T. is available on the G.R.E.A.T. web page at www.great-online.org/Program/GOT.Aspx.

Q: My agency is a recipient of a G.R.E.A.T. award, and we are nearing the end of our project period. We still have funds available, and will not be able to expend them before the grant ends. What can we do?

A: G.R.E.A.T. grantees may submit a request for a no-cost project period extension. Such requests must be submitted at least 90-calendar days prior to the grant end date.

Q: How does my agency request an extension?

A: Extension requests are submitted online, via the Grants Management System (GMS). A narrative justification that clearly outlines the following information must be submitted prior to the end date of the award:

- The length of the extension;
- The reason the extension is being requested (identify any delays and the measures taken to overcome it);
- Project activities to be completed during the extension period;
- Unobligated balance of funds;
- Indication of how the balance of funds will be expended;
- Indication of how the G.R.E.A.T. project will be negatively impacted if the extension is not granted.

Extensions are not automatically approved. Your State Policy Advisor (SPA) will review the extension request to ensure the justification is sufficient. The SPA will also verify whether all current financial and programmatic requirements for the grant have been met. If a report is delinquent, the request will not be approved. If the request is approved, a Grant Adjustment Notice confirming the new grant end date will be electronically sent to the points of contact listed in the grant application.

Additional information is available in the Office of Justice Programs Financial Guide (Part III, Chapter 2) at: www.ojp.usdoj.gov/financialguide/08_financial_guide.pdf.

Q: If my agency receives an extension on a prior year G.R.E.A.T. grant, will it impact our receipt of future funds?

A: An extension on a grant will not preclude an agency/jurisdiction from applying for, or receiving funds.

Q: I applied for a start date of March 1, but my award date is after my requested start date. What do I do?

A: Contact your State Policy Advisor (SPA). A complete list of SPAs is available at: www.ojp.usdoj.gov/BJA/resource/stcont.htm.

G.R.E.A.T. Grant Reporting Requirements

Q: What are the reporting requirements for the G.R.E.A.T. grant?

A: All G.R.E.A.T. grantees must submit semi-annual Progress Reports and quarterly Financial Status Reports (SF-269a) for the entire grant/project period, regardless of whether grant funds have been obligated or expended.

Q: When and how do I submit the Financial Status Reports (SF-269a)?

A: Quarterly Financial Status Reports, also known as the SF-269a or FSR, are submitted online via the Grants Management System (GMS) at: https://grants.ojp.usdoj.gov/. A Financial Point of Contact (FPOC) must be registered first, before reports may be submitted. Report periods and due dates are as follows:

Reporting Period	Due Date
January 1-March 31	May 15
April 1-June 30	August 14
July 1-September 30	November 14
October 1-December 31	February 14

Additional information is available in the OJP Financial Guide (Part III, Chapter 11) at: www.ojp.usdoj.gov/financialguide/08_financial_guide.pdf.

For assistance with GMS login or the FPOC registration process, please contact the GMS Help Desk at 1-888-549-9901.

A comprehensive users guide is available at: https://grants.ojp.usdoj.gov/gmsHelp/index.html.

For inquiries regarding the Financial Status Report, please call the Office of the Chief Financial Officer (OCFO) at 1-800-458-0786.

Q: The award document indicates our grant start date is April 2008, however we did not receive our award until September. Is my agency required to submit quarterly SF-269a reports from the start of the grant period?

A: Grantees must file quarterly SF-269a reports for every calendar quarter for the entire grant/project period, beginning with the calendar quarter in which the start date of the grant/project falls.

Each quarterly SF-269a should accurately reflect funds expended on the agency's G.R.E.A.T. projects during the reporting period covered.

Q: Must my agency/jurisdiction file quarterly SF-269a reports for the first 2 quarters if there were no grant funds expended?

A: Yes. Grantees must submit reports regardless of whether funds were expended during a reporting period. If funds were not expended during a particular period, Column II – Current Period expenditures will reflect zeros.

Q: How and when do I file my Progress Reports?

A: G.R.E.A.T. grant recipients must file Progress Reports via the Grants Management System (GMS) at https://grants.ojp.usdoj.gov/.

Progress reports are submitted semi-annually (twice a year), according to the following schedule:

Reporting Period	Due Date
January 1-June 30	July 30
July 1-December 31	January 31

Q: Are there any G.R.E.A.T. program specific forms that should be submitted with my Progress Report?

A: Progress Reports must include the G.R.E.A.T. Data Collection Form. The form, in MS Word format, is available at: www.ojp.usdoj.gov/BJA/grant/GREATdataform.doc. When completed, the form should be uploaded as an attachment to the Progress Report.

Q: What information do I include in my Progress Report?

A: A detailed narrative should be provided as a response to the Performance Metrics that ask about the status of the grant funded project (what are your accomplishments, setbacks, goals). A numeric value only should be provided as a response to metrics that ask for a number (amount of, number of). If data is not available, 0 should be entered as a response, instead of N/A, none, or not applicable.

Q: I received notification of my award some time ago, but have not received any funds. What must I do to receive my G.R.E.A.T. funds?

A: Each grantee must complete the following steps before they are able to drawdown any federal G.R.E.A.T. funds:

1. Register a Financial Point of Contact (FPOC) in GMS.
2. Print the award documents from GMS, and have the Authorized Representative, identified in the grant application, sign the award document and initial each of the special condition pages.
3. Fax the signed award and special condition pages to the Office of the Chief Financial Officers Control Desk at 202-616-5962.
4. Submit quarterly financial reports (SF-269a) for each quarter from the start date of the grant.
5. Submit an ACH/Vendor Enrollment form (electronic funds transfer form) to the Office of Justice Programs (OJP), Office of the Chief Financial Officer (OCFO) if you are a first time OJP grantee, or if your banking information has changed since receiving your last OJP award. To confirm whether your agency/jurisdiction has a current ACH form on file with OCFO, please call the OCFO Customer Service Center Help Desk at 1-800-458-0786, option 2.

6. Follow the instructions contained in the drawdown/PAPRS instructions you received from OCFO.

Q: I have not received my PAPRS instructions, telling me how to drawdown the funds. What should I do?

A: Contact the OCFO Customer Service Help Desk at 1-800-458-0786, option 2 for assistance.

Q: Do I need to contact BJA every time I want to expend any of my G.R.E.A.T. funds?

A: No. If an item or expense is part of your approved budget, there is no need to contact BJA for approval.

Q: Do I send back-up documentation supporting expenditures to BJA, such as invoices, purchase orders, or timesheets?
A: No. However, documentation supporting expenditures must be maintained for a period of not less than three years after you receive notification that the grant is officially closed. Records must be made available for review upon request.

Q: If I want to use G.R.E.A.T. funds for items or expenses that are not part of my approved budget, what must I do?

A: BJA authorizes changes in grants through a Grant Adjustment Notice (GAN) submitted online via GMS. A GAN officially modifies the grant award. Examples of circumstances under which GANs are completed include:

* Budget amendments
* Change in scope of grant
* Date changes (extensions)
* Change of points of contact
* Special requests for programmatic approval

Extensions are not automatically approved. Your State Policy Advisor (SPA) will review the requests to ensure the justification is sufficient. The SPA will also verify whether all current financial and programmatic requirements for the grant have been met. If a report is delinquent, the request will not be approved. If the request is approved, a Grant Adjustment Notice confirming the modification will be electronically sent to the points of contact listed in the grant application.

Q: My agency's "Authorized Representative", as listed on the official award document, is no longer employed here. How do I notify BJA of the change?

A: Please see the information provided in the response to the previous question regarding requests for changes to your grant.